

ALPHA LOCATOR GUIDELINES

Efficient access to carrier files in the Motor Carrier Census requires use of alpha locators. Each carrier file entry can have one or two alpha locators of *UP TO 17 CHARACTERS* in length. The locator is not just another word for the carrier's name. It is the logical alphabetization of the carrier's name according to some established rules.

L1 = Alpha Locator Field #1

L2 = Alpha Locator Field #2

The first locator (L1) is used to alphabetize printouts containing the carrier's listing. It should correspond most closely with the true name of the company in accordance with the rules listed below.

The second locator (L2) is to help a searcher find a carrier which may be identified by other than the true name. In some cases there will not be a second locator, that's OK. In other cases, two locators is not enough, but since there are only two fields available, not all possible locator variations can be used. This information would be appropriately placed in your Part C Remarks section of the CR-1 which will be covered later. Use common sense to select the most appropriate locators.

As a general rule, you will locate a specific carrier most efficiently by specifying the shortest locator that will be sure of finding the carrier but not so short that you will be flooded by names of other carriers.

Use the following guidelines to determine the best locators.

Rule # 1 : No spaces should be left anywhere in the locators. Words should be run together to gain maximum available characters. ALL PUNCTUATION CHARACTERS EXCEPT THE AMPERSAND (&) SHOULD BE DROPPED.

EXAMPLE: Company Name: D. & L. Lumber Truckin' Inc.

L1 = D&LLUMBERTRUCKINI
L2 = DANDLLUMBERTRUCKI

Rule # 2 : The words "THE", "A", are dropped if used at the beginning of the company name. Titles such as "Jr", "II", "III", "ESQUIRE" are dropped if used on the end of an individual's name in the company name.

EXAMPLE: Company Name: THE JAKE SMITH JR. TRUCKING COMPANY

L1 = SMITHJAKETRUCKING
L2 = SMITHTRUCKINGCOMP

Rule # 3 : The words "COMPANY", "CO", "INCORPORATED", "INC", "LIMITED", "LTD", "LTEE", are used if space permits.

Rule # 4 : Abbreviations should be avoided unless they are part of the company's actual name.

Rule # 5 : If a company is named after an individual, the first name is ALWAYS shown after the last name in L1. The last name without the first name would be usually used for L2. First name - last name locators are not generally used. It is assumed that the inspector would reverse the name.

EXAMPLE: Company Name: THE ANDREW BROWN COMPANY

L1 = BROWNANDREWCOMPAN
L2 = BROWNCOMPANY

Rule # 6 : If the carrier name contains numerals, replace them with their English alphabet equivalents in L2. An exception to this rule is the case of Canadian number companies, e.g. 123786 Canada Inc. The numbers would not be written out and only a single locator would be needed unless the carrier has another name.

EXAMPLE: Company Name: 66 TRUCKING COMPANY INC.

L1 = 66TRUCKINGCOMPANY
L2 = SIXTYSIXTRUCKINGC

Rule # 7 : if the carrier name is in French or Spanish, replace it with the English equivalent in L1. All the same basic rules apply; however, take extra care to determine and use the key identifying word in the company name (often this is the proper name). Many French and Spanish company names are in “reverse” order compared to English. Putting the key word first and using the English equivalent of the rest of the name will usually result in “normal” English order. Locator 2 should usually be the original French or Spanish name without the “THE” or “A” equivalents and follow the other rules. Foreign name companies often use their English equivalents interchangeably with their true name.

In the example below, the French word “Les” which means “the” is dropped in accordance with Rule 2.

EXAMPLE: Company Name: LES INDUSTRIES DESCHENES LTEE.

L1 = DESCHENESINDUSTRI
L2 = INDUSTRIESDESCHEN

Rule # 8 : If the carrier name contains several words frequently used as initials, use those initials in L2.

EXAMPLE: Company Name: PACIFIC INTERMOUNTAIN EXPRESS INC.

L1 = PACIFICINTERMOUNT
L2 = PIE

Rule # 9 : If the company is Doing Business As (DBA) under another name, use the DBA name in L1 but LEAVE OUT THE LETTERS “DBA”. Use the legal company name in L2. The legal company name can usually be obtained from tax records, Secretary of State papers, or letters of Incorporation.

EXAMPLE: Company Name: HOT DOG EXPRESS (DLT INTERNATIONAL, DBA)

L1 = HOTDOGEXPRESS
L2 = DLTINTERNATIONAL

Rule # 10: If the carrier is a division of a larger corporation, use the division’s name in L2 and the company name for L1.

EXAMPLE: Company Name: NORCO, DIVISION OF NORTH AMERICAN DYNAMICS

L1 = NORTHAMERICANDYNA
L2 = NORCO

Rule # 11: If the carrier once used another name, show the previous name in L2.

EXAMPLE: Company Name: BCP INC (FORMERLY BEAN COUNTER POT SALES)

L1 = BCPINC
L2 = BEANCOUNTERPOTSAL

Rule # 12: If certain words in the carrier name are commonly abbreviated by the carrier, spell them out in L1 and abbreviate in L2 or vice versa.

EXAMPLE: Company Name: SOUTH WEST BULL HAULERS

L1 = SOUTHWESTBULLHAUL
L2 = SWBULLHAULERS

Rule # 13: If the carrier name contains an ampersand (&) replace it in L2 with the word "AND" and vice versa.

EXAMPLE: Company Name: S&R TRANSIT LINES

L1 = S&RTRANSITLINES
L2 = SANDRTRANSITLINES

Rule # 14: Use both forms of a contraction if either is likely to be used.

EXAMPLE: Company Name: R.C. MACINTYRE & CO

L1 = MACINTYRERC&CO
L2 = MACINTYRERCANDCO